

APPENDIX D

SUGGESTIONS FOR PREPARING STANDARD FORMS 254 AND 255

GENERAL

The capability of an architect-engineer (A-E) firm to perform a certain project will be evaluated from its Standard Forms (SF) 254 and 255. Hence, a firm must prepare these documents thoroughly, logically and professionally to ensure the best consideration by the A-E evaluation boards. Some general advice:

- * Read the FedBizOpps synopsis carefully.
- * Submit only for projects your firm is well qualified to perform.
- * Address all requirements in the synopsis thoroughly, concisely and clearly.
- * Do not include extraneous material such as a general marketing brochure. A thicker submission is not a better submission. Evaluation board members spend the same amount of time viewing each submission. Hence, extraneous material will dilute the review of your submission.
- * A cover letter is not necessary. Use Block 10 of the SF 255 to express your firm's commitment to a project.
- * The SF 255 and the SF 254 for the prime firm and each proposed consultant should be bound into one document using a plastic spiral fastener along the long edge. Tab all documents.
- * The entire submission should be sent as one package. For example, do not have a consultant submit its SF 254 separately.
- * Bold print or shading may be used to emphasize important information. However, do not use color highlighter since this may not reproduce if copies are made by the Government. Avoid small and difficult-to-read fonts.
- * Automated software may be used to prepare SFs 254 and 255 provided the general order and format of the information are maintained.

STANDARD FORM 254

A SF 254 is required for each designated branch office of the prime firm, each joint-venture partner, and each consultant shown in Block 6 of the SF 255. The synopsis will instruct to either submit current SFs 254 with a SF 255, or that the SFs 254 on file in the Architect-Engineer Contract Administration Support System (ACASS) will be used if not

submitted. In the latter case, a firm should ensure that the SFs 254 in ACASS for their proposed team are current. If not, submit current SFs 254 with the SF 255, and also submit a copy of the SFs 254 to ACASS (see address on page 2).

The instructions on the SF 254 are generally self-explanatory. More than one profile code can be shown for an example project in Block 11.

STANDARD FORM 255

A SF 255 is for the entire team; a separate SF 255 should not be prepared for a joint-venture partner or a consultant. A SF 255 can be adjusted some, provided the basic order and format of the information is maintained. Use bulleted phrases, charts, graphics and matrices instead of long sentences. The instructions on the SF 255 are generally self-explanatory. The following additional advice is offered:

- * Block 3b. Ensure that there is a SF 254 for the performing office. Include the ACASS firm number of the office to perform the work. Call 503-808-4591 or -4590 to obtain an ACASS number.

- * Block 4. This block lists the number of personnel in each discipline for the prime and the consultants anticipated to be used on the project, not the total strength of the firm (which is shown on the SF 254). The number of personnel to be assigned to a project reflects a firm's understanding of the magnitude of the work. Ensure that all disciplines cited in the synopsis are reflected in this block.

- * Block 5a. If No, discuss in Block 10 how the joint-venture partners will compensate for not having worked together before.

- * Block 6. Provide the ACASS number of all consultants. Discuss in Block 10 how the prime firm will compensate for not having worked with a consultant before. Include an organizational chart of the prime firm (or joint-venture partners) and all consultants, showing all key personnel listed in Block 7 and their project responsibilities.

- * Block 7. Include only the resumes of key personnel in each important discipline (those listed in the synopsis). Make sure all key personnel are registered, licensed or certified, as appropriate, and have considerable experience with the firm. Propose key personnel that performed the projects in Block 8, and coordinate Blocks 7.g. with Block 8. Do not use standard resumes.

- * Block 8. This block may be modified to show one or two projects per page. Photographs of completed projects can be inserted. Present recent projects; an evaluation board will generally give less credit to projects completed more than five years ago. Block 8.d. is the completion date of the construction project. If the services were not related to construction, give the completion date of the services. Stress the relevancy of the projects

in Block 8 to the announced project.

* Block 9. Include the contract number with the project name. Indicate if a project is on hold under the "percent complete" column. For an indefinite delivery contract, list individual task orders that are currently in progress.

* Block 10. Reinforce and summarize information in Blocks 1-9, but be concise. Provide a short paragraph addressing each selection criterion. Include a list of long-term clients. Describe the firm's Design Quality Management Plan, including the management approach, management of subcontractors, coordination of disciplines, and quality control procedures. Address any selection criteria that cannot be presented in Blocks 1-9 such as equipment resources and computer capability. Acknowledge and address any negative comments on performance evaluations or any "marginal" or "unsatisfactory" performance evaluations. Identify what your firm has done to improve performance since the evaluation was completed.